

RSD High School Admission Policies & Procedures

Admission into RSD High School is not limited based upon ethnicity, national origin, gender, income level, disabling condition, or proficiency in the English language.

RSD High School may refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Enrollment office: 602-993-5225

Enrollment email: info@rsdhighschool.com

[Website enrollment form: www.rsdhighschool.com](http://www.rsdhighschool.com)

Enrollment Process

Enrollment Form

Enrollment packet will be mailed or emailed to you OR contact us by phone to request an enrollment packet. Once the enrollment packet is received and submission of required documents are reviewed and confirmed, the enrollment process will be deemed complete.

- Copy of Birth Certificate or other proof of age and identity as described below*
- Up-to-date record of immunizations*
- Custody paperwork (if applicable)
- Withdrawal slip from previous school
- Student Structured English Immersion Records (if applicable)
- Special Education Records (if applicable)
- Proof of Arizona Residency (signed form and documentation) *
- Home Language Survey (PHLOTE) (required by the State)
- Family Education Rights and Privacy Act (FERPA)
- Race/Ethnicity Data Collection Form (required by the State)

*Student is entitled to enrollment even if documents are unavailable when:

-The student is in foster care.

-Defined as "Homeless or Temporarily Housed" under the McKinney-Vento law {42 U.S.C. 11302}

*Other reliable proofs of age or identity:

Other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate; or A letter from the authorized representative of an agency having custody of the pupil pursuant to a juvenile court proceeding, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

*Immunization Exemptions

Every student is required to present proof of official certificate of immunizations. Students may be exempted from the immunization requirements if parents sign an exemption form when any of the following situations

exist: 1. Medical Exemption 2. Religious Belief Exemption 3. Personal Belief Exemption

Lottery, Waitlist & Rollover

Open Enrollment Lottery

If at any time during the year, the number of applicants exceeds the number of openings, there will be a lottery to determine enrollment and waitlist numbers.

How the Waitlist Works

If your application was not chosen via lottery, your student's application will be placed on our waitlist. When your application reaches the top of the list and a spot becomes available to you, RSD will notify you immediately.

Roll-Over Policy

RSD High School does not have a roll-over policy due to open enrollment and a 12-month school year, July 1 – June 30. Students may enroll for the next school year at any time.

Priority Policy

Applications Eligible for Priority Status

The following types of enrollment are eligible for "Priority Status," and in the following order:

- Currently enrolled students
- RSD Faculty/Administration/Staff child or grandchild
- Sibling(s) attending, alumni siblings, or alumni children
- Board member child or grandchild
- Non-prioritized open enrollment forms (by original lottery number)

Sibling/Child Priority Policy

Sibling/child priority only applies when the incoming applicant has a sibling/child that is officially enrolled, currently attending, or has graduated from RSD.

- A "sibling" is defined as an immediate family member, or a blended family member that resides under the same roof as the applicant or a child of a RSD graduate.
- If the sibling withdraws from the school before applicant is offered enrollment, priority status will be revoked.
- Priority status does not guarantee placement.

RSD Faculty/Administration/Staff Child Priority Policy

- The employee must be a parent or legal guardian of applicant or the applicant must live with the employee for at least 50% of the calendar year.
- The employee is responsible for notifying RSD of their priority status eligibility.
- If employment is terminated by employee or employer before applicant is offered enrollment at RSD, priority status will be revoked.
- Priority status does not guarantee placement.

RSD Board Member Child or Grandchild Priority Policy

- The board member must be the parent or legal guardian of applicant or the applicant must live with the board member for at least 50% of the calendar year.
- The board member must be an official, board-approved board member.
- The board member is responsible for notifying RSD of their submitted enrollment packet and of their priority status eligibility.
- If the board member's service on the board ends before the applicant is offered enrollment at RSD, priority status will be revoked.
- Priority status does not guarantee placement.

Capacity

Capacity Policy

The following factors will be considered by RSD High School when determining capacity:

- Availability of staff members (i.e. administrators, teachers, other certified employees, classified employees, related service providers employed by RSD and related service providers contracted by RSD)
- Number of students already enrolled in relevant programs according to RSD's established staff to student ratios.
- If a student's name is pulled in the open enrollment lottery, their acceptance is based on our current capacity.